

What is an LMU Internship?

An internship is an experience whereby students learn to take on meaningful responsibilities within an organization and to adopt roles as contributing employees.

Strong components of an internship include, but are not limited to, clearly defined learning objectives that provide the framework for the integration of the student's classroom and laboratory experiences with those of the professional workplace; and opportunities to actively reflect on and think critically about what is learned may enhance the hands-on experiences found in the actual workplace. Additionally, students may:

- increase self esteem and personal growth derived from successfully meeting new interpersonal and intellectual challenges
- acquire particular skills and knowledge
- gain exposure to various work roles and career choices
- bring services to a particular community or group

How do Organizations post an Internship with Loyola Marymount University?

Loyola Marymount University's Career Development Services invites organizations to post on-line on the web-based posting site: LionJobs. You will be asked to Register for the first time usage. Within 24 hours you will receive a password that you can change for your private use and you are set to post any full-time or part-time jobs and internships.

What types of Internships does Loyola Marymount University recognize?

The internship experience supports the University's mission to have students who are able to "*integrate theory with practice.*" LMU desires to graduate students who are "*contemplatives in action, reflective practitioners and practical dreamers.*" Therefore, LMU has formulated unique opportunities through which students may participate in a recognized internship experience.

Internships for Course Credit

Some organizations may require that a student receive academic credit in order to participate in an internship program. LMU offers two avenues for a student to earn academic credit. To meet this requirement, a student may:

- enroll in one of several general courses that have a required internship component, usually for one(1) or 0 credits
- enroll in an internship course offered through an academic department
- work within the academic department to obtain an internship course of varying hours and number of credits

Documentation consisting of an Internship Agreement Form with an accompanying Supervisor Evaluation of the Intern Form, is required for most credit bearing internships. Completion of additional academic assignments may be required by the individual

faculty member. In the case of academic credit bearing internships, students may be required to:

- Maintain a personal journal
- Write a reflective essay
- Research professional trends within their chosen field
- Conduct informational interviews with experienced professionals
- Share their internship experiences with other students informally and in panels and programs
- Evaluate their learning objectives with their faculty members

Personal Study Internships

Oftentimes students seek internship opportunities that will enhance their academic and career development as an LMU student but do not carry academic credit. It is recommended that students document ***Personal Study Internships*** through the Internship Office. The documentation is kept on file with the Internship Office seven (7) years. It may be used upon graduation to verify past experiences during the job search or graduate school application process.

Paid versus Unpaid Internships?

An internship is primarily a learning experience. Students are encouraged to select an internship based on the degree to which it will enhance career, academic and personal growth. Organizations are asked to treat interns as new, entry-level employees who perform meaningful responsibilities and contribute to the organization. While compensation is not required, internship sites are encouraged to consider compensating their interns in a manner that is appropriate within the organization's culture. Internship sites may consider:

- An hourly salary
- Stipend paid at the completion of the internship
- Reimbursement for travel expenses
- Gift Certificates at area merchants
- Thank you gift
- Recognition luncheon/reception/dinner

What are my responsibilities as an Internship Site Supervisor?

Complete and sign an Internship Agreement with the Intern.

Effective use of the Internship Agreement affords opportunities for:

- The site supervisor to clearly communicate on-the-job expectations.
- The faculty member to establish academic assignments that encourage critical thinking and reflection on the part of the intern.
- The student to develop learning objectives that will guide the internship activities.
- The internship staff to establish a means of accountability and assessment

Provide regular supervision and feedback.

Internship hosts and interns will benefit from an effective supervision plan that includes:

- Orienting the intern to the organization's culture, operating procedures and departmental expectations.
- Meeting regularly to discuss the intern's on-the-job performance, progress with assigned projects, and evaluation of established learning objectives. We suggest meeting weekly, however we recognize that this can vary with each intern.
- Contacting the LMU Internship Office when questions or concerns arise or if there is a change of placement information (address/phone number, supervisor or responsibilities).

Keep an accurate log of the intern's hours.

In most situations, the intern must complete a minimum number of hours in order to meet the terms of the Internship Agreement. Generally, the minimum number of hours is 30 but may be established on an individual basis. The required hours are specified on the Internship Agreement form and again verified on the Supervisor Evaluation of the Intern.

Conduct a Performance Evaluation with the Intern at the conclusion of the Internship.

The *Supervisor's Evaluation of the Intern* form is used as a vehicle to communicate positive feedback as well as identify areas for professional growth. Internship supervisors are asked to take care and time in completing the form and in setting some time aside to discuss the results with the intern. The student is responsible for returning the form to the LMU Internship Office according to established deadline and may mail or hand deliver it to the Internship Office. Students are also asked to complete an evaluation of their internship site.

Contact the Loyola Marymount University Internship Program to update, renew or remove the current Internship Posting.

The Internship Program staff endeavors to refer to qualified candidates to prospective internship hosts. We also recognize that the needs of an organization are constantly changing. To this end, the internship staff conducts periodic record updates. We also ask for the supervisor's assistance in maintaining and communicating accurate information. The internship supervisor is encouraged to contact the LMU Internship Office at the conclusion of an intern's employment with their organization or when changes in their Internship Program occur.

Should I expect any contact or site visits from an internship staff member while I am hosting an LMU intern?

CDS Internship Specialist and the Director attempt to make site visits to organizations hosting an LMU intern. These site visits occur throughout the semester and summer. The host of the organization will receive a phone call in advance of the site visits.

Are there other resources available?

The Internship Staff of CDS is available to assist employers in posting, marketing, and recruitment. Organizations choosing to host LMU interns may wish to participate in other events sponsored by Career Development Services. These many include: On Campus Recruiting, Career Fairs, Reality Check, and Career Panels. For further information on these and other CDS events, organizations may contact CDS at 310-338-2871.

The Internship Program also sponsors workshops throughout the semester that are designed to support the success of the intern. Internship hosts may be invited to participate in panel discussions, workshops, and networking events.

What is the benefit to an organization?

LMU interns are supported by a network of faculty, internship staff and career development professionals. LMU interns bring a strong work ethic, academic preparedness, and a professional presence to an organization. Organizations hosting LMU interns benefit from entry-level staff members who are prepared to take on meaningful projects and responsibilities. Many organizations also comment on the value of hosting LMU interns as a means of enhancing their recruitment efforts. Internships often result in offers of employment.

Loyola Marymount University is an equal opportunity employer. LMU seeks prospective the internship host organization and employers who share a similar spirit of non-discrimination.

Resource Links:

<http://lionjobs.lmu.edu/employers>

Internship Introductory Letter link

Internship Agreement Form link

Internship Performance Review link

Internship Student Evaluation link